

Minutes of the HUMAN RELATIONS COMMISSION held on TUESDAY, November 8, 2005, 6:00P.M., at the Tempe City Hall, 31 E. 5th Street, 3rd Floor

Minutes Human Relations Commission November 8, 2005

Conference Room, Tempe, Arizona.

(MEMBERS) Present:

Arlene Chin Zach Berning Colleen Byron Hassan Elsaad Dr. Louis Olivas Gail Paredes-Ewen Linda Ritland Muhammed Zubair

(MEMBERS) Absent:

Edwin Gonzalez-Santin Joseph Mann Joel Navarro Edwin Gonzalez-Santin Janis Webb

City Staff Present:

Rosa Inchausti Andrea Groves **Guests Present:**

Glenn Kephart, Public Works Manager Andy Goh, Deputy Public Works Manager/Engineering Jan Hort, Public Works/Engineering

Lisa Goodman, Financial Services/Procurement

Meeting convened at 6:05 P.M.

Vice-Chair Arlene Chin called the meeting to order and invited members of the public to address the Commission.

Agenda Item 1 – Public Appearances

None

Agenda Item 2- Consideration of Minutes

September 13, 2005

MOTION: Commissioner Dr. Louis Olivas made a motion to accept minutes.

SECOND: Commissioner Linda Ritland. **DECISION: Motion passed unanimously.**

Agenda Item 3 – Race Neutral Diversity Supplier Proposal

Vice-Chair Arlene Chin invited Andy Goh, Deputy Public Works Manager/Engineering, to present the department's Race Neutral Diversity Supplier Proposal:

- 1) The Race Neutral Diversity Supplier program is an outreach program to attract diverse suppliers to provide engineering and construction related services for the city.
- 2) Through the proposed program, engineering staff will seek out opportunities to reach small and minority-owned businesses, provide education on the public procurement process, and assure that specification and bid documents are accessible.
- 3) The success of the program would be measured by the percentage of contract and subcontract dollars awarded to disadvantaged business enterprises. In addition, engineering staff will calculate the number of notifications of business opportunities and the number of participants in public procurement process trainings to evaluate the success of the city's outreach efforts.

General Discussion of Engineering's Race Neutral Diversity Supplier Proposal included:

- One commission suggested that staff also launch a website that would guide a vendor step-by-step through the public procurement process.
- The same commissioner also suggested that engineering staff add gender and ethnicity checkboxes
 to the optional section of the application form. Staff would be able to gather and measure the
 demographics of their vendors.

MOTION: Commissioner Muhammed Zubair made a motion to accept the Race Neutral Diversity Supplier proposal by Engineering with the minor modification to add gender and ethnicity to the optional section of the application form.

SECOND: Commissioner Hassan Elsaad. **DECISION:** Motion passed unanimously.

Agenda Item 4 – Race Neutral Diversity Supplier Proposal

Chair Gail Paredes-Ewen invited Lisa Goodman, Procurement Officer in Financial Services, to present the department's Race Neutral Diversity Supplier Proposal:

- 1) The Race Neutral Diversity Supplier program is an outreach program to attract diverse suppliers to provide general goods and services to the city.
- 2) Similar to the proposal presented by Engineering, procurement staff will seek out opportunities to reach small and minority-owned businesses and provide education on the public procurement process.
- 3) The success of the program would be measured by the number of registrations received and the attendance at public procurement process trainings. In addition, Procurement Office staff would make certain that businesses have access to bid solicitations in printed form and online.

General Discussion of the Procurement Office's Race Neutral Diversity Supplier Proposal included:

- One commission stressed the need to place the statement, "We encourage diverse suppliers to apply" on all marketing materials including plaques in the front office, on the website and on the application itself. Staff replied that the statement would first have to be approved by the City Attorney's Office.
- The same commissioner also suggested that staff should educate vendors on how to get certified as
 a Small Business Enterprise, Women Business Enterprise, Minority Business Enterprise or
 Disadvantaged Business Enterprise and where to go to get the certification. Certification would not
 be required to apply for a City of Tempe bid.
- Another commissioner suggested, as with Engineering's proposal, to add gender and ethnicity checkboxes to the optional section of the application form.

MOTION: Commissioner Muhammed Zubair made a motion to accept the Race Neutral Diversity Supplier proposal by Procurement with the minor modification to add gender and ethnicity to the optional section of the application form and to add the statement, "We encourage diversity suppliers to apply and respond" on the website, on plaques in the front counter, as well as the application.

SECOND: Commissioner Dr. Louis Olivas DECISION: Motion passed unanimously.

The Race Neutral Diversity Supplier proposals from the Procurement Office and Engineering will be presented to the Finance and Aviation Council Committee for approval to bring the proposals before the Mayor and entire Council for adoption.

Agenda Item 5 - HRC Strategic Plan Update

Chair Gail Paredes-Ewen asked for an update on the following subcommittees:

A. Subcommittee for Development of Emerging Issues Report:

Staff Rosa Inchausti provided an update in the absence of Commissioner Joel Navarro:

1. Public Forum Discussion on Day Labor Issue

- 1) The Regional HRC Subcommittee on Day Labor has decided to host another public forum on day labor. This forum will focus on the proposed legislation from Senator John McCain, Senator Jon Kyl, and Congressman JD Hayworth regarding work visas and its impact on immigration. The last forum was a general overview of all sides of day labor; this forum will specifically look at the legislation impact.
- 2) The Regional Subcommittee is looking at hosting the forum in January; although an exact date has not yet been determined.
- 3) In addition to legislators, the panelists will include a representative from the Farmer's Union, Tempe Police Department and Home Depot.
- 4) Incidentally, representatives from the Home Depot on Priest and Baseline met recently with Tempe's HRC subcommittee and made it clear that they do not provide day labor centers on their premises. Home Depot hopes to work closely with the city to resolve issues that may arise.

One commissioner suggested that the subcommittee invite Arizona State Representative, Steve Gallardo, (District 13) to the upcoming forum.

2. GLBT Issues Update

There was no report.

B. Subcommittee for Community Network and Outreach:

Commissioner and co-Chair of subcommittee, Linda Ritland, provided an update:

1. Brochure

- 1) The subcommittee reviewed the proposed brochure and asked the commission for feedback.
- 2) The subcommittee assured the commission that the brochure will be ready in time for the HRC Diversity Awards Brunch in January 2006.
- 3) The brochure is a comprehensive information tool highlighting the Human Relations Commission, the Mayor's Commission on Disability Concerns, and the Diversity Office.

General Discussion of the Brochure included:

• The commission provided feedback and suggestions on the brochure. Staff will combine the feedback from the HRC and from the Commission on Disability Concerns and update the brochure.

C. Subcommittee on Strategic Oversight Update

Chair Gail Paredes-Ewen provided an update on the following topic:

1. Tempe Talks: A Diversity Dialogue Update.

- 1) The next Tempe Talks: A Diversity Dialogue program will begin in January 2006. Traditionally, the program has been held on Tuesdays; this year, the program will be offered on Wednesdays, beginning January 25, 2006. The program will not conflict with monthly commission meetings.
- 2) Additional efforts will be made this time to contact school principals and club leaders in high schools to obtain enough participation from students to form one teen dialogue group.
- 3) The subcommittee has plans to meet with Karen Dempsey, a teacher at Corona del Sol High School and head of a student diversity group, to get her feedback on student participation in the dialogues.

Agenda Item 6 -MLK Subcommittee Update

Chair Gail Paredes-Ewen provided an update on the upcoming MLK Diversity Awards Brunch:

- 1) The MLK Diversity Awards Brunch will be held Monday, January 16, 2006 at the Tempe Mission Palms Hotel. Dr. Patricia Arredondo will be the keynote speaker for the Brunch.
- 2) Diversity Award nominations forms have been mailed. Nominations are due Wednesday, November 14, 2005. The Diversity Supplier Award category has been added to the nomination form. To highlight this new category, a special cover letter will be created and mailed to all vendors that received payment for services rendered in 2005.

Chair Gail Paredes-Ewen combined agenda items 7 and 8.

Agenda Item 7 –HRC Nominations and Elections for December and Agenda Item 8 December Meeting Date and Location Change

Chair Gail Paredes-Ewen led discussion on upcoming elections and meeting location for December:

- 1) According the HRC's bylaws, each December the commission nominates and elects a new Chair and Vice-Chair. The commission is encouraged to think about whom they would like to nominate.
- 2) In the past, HRC held their December meeting as a breakfast hosted by Commissioner Dr. Louis Olivas at the University Club at ASU. The 2005 December meeting will again be hosted by Commissioner Olivas at 7:30am at the University Club. Incidentally, Commissioner Olivas will be resigning from the commission. December is his last meeting.

Agenda Item 9 – Diversity Office Update

Staff Rosa Inchausti provided an update on the following topics:

A. Diversity Office Update

1) The Diversity Steering Committee has been meeting to develop Tempe's Diversity Strategic Plan for 2005-2006. The strategic plan should be finalized in November of 2005. The commission will have an opportunity to review the document at the next HRC meeting.

B. ADA Update

- Cindy Brown, the city's first ADA Accessibility Specialist, has been meeting with each city department to develop a citywide accessibility strategic plan. She will also provide department specific training on ADA issues.
- 2) Cindy Brown is also working closely with the Commission on Disability Concerns and the Tempe Convention and Visitors Bureau on developing an Access Brochure. This brochure will list all the

accessible restaurants, hotels, and city parks as a resource for visitors and residents of Tempe with disabilities.

Agenda Item 10 - Current Events Announcements

• Barack Obama will be speaking at ASU in the lawn of the Student Services building Saturday, November 12, 2005 at 1:30pm.

The commission's next meeting will be held December 13, 2005 at 7:30am at the University Club at Arizona State University.

Meeting adjourned at 7:48 P.M.

Prepared by: Andrea Groves	
Reviewed by: Rosa Inchausti	
Rosa Inchausti, Diversity Manager	